



BUPERS HR UPDATE—MAY 2012

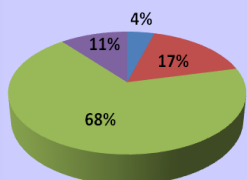
BUPERS TOTAL FORCE HUMAN RESOURCES OFFICE (BUPERS-05)

Volume 1, Issue 2

BUPERS MANPOWER

BUPERS FY12 BA
Oct 2011

Contractor Civilian Enlisted Officer



FY12 Billets Authorized

1293 Officer
8077 Enlisted
1997 Civilian
522 Contractor
Total – 11,889

Source: TFMMS Oct 2011

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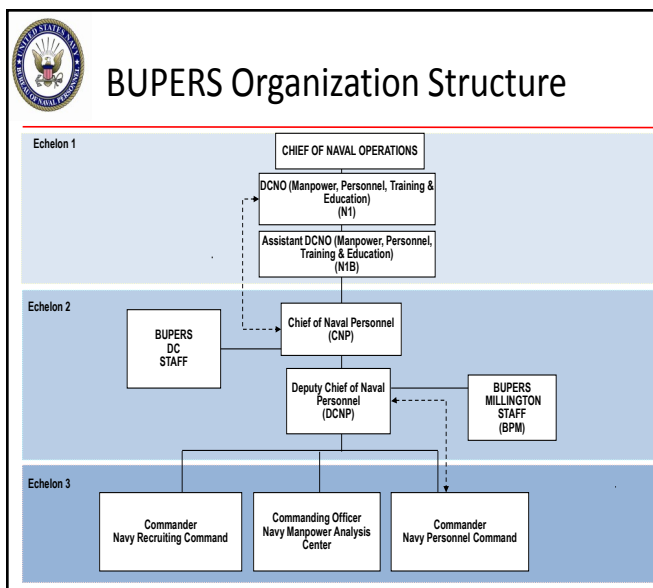
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BUPERS Mission & Organization

This is the first of several articles targeted to educate BUPERS employees about the BUPERS Organization. The Bureau of Naval Personnel (BUPERS) is an Echelon 2 organization aligned under the Manpower Personnel Training and Education (MPTE) domain.

Under command of Chief of Naval Operations (CNO), the Chief of Naval Personnel (CHNAVPERS) commands the Bureau of Naval Personnel (BUPERS) and its subordinate shore activities as assigned by CNO. As the head of BUPERS, CHNAVPERS (CNP) has the authority over all organizational matters. CNP is authorized to organize, assign, and reassign responsibilities within BUPERS, including establishment and disestablishment of component organizations as may be necessary. BUPERS-05 facilitates and coordinates all organizational issues for CHNAVPERS organizations.

BUPERS' mission is to implement CNO responsibilities for managing the planning and programming of Manpower and Personnel (M&P) resources and budgeting for military personnel; to administer M&P Information System (IS) business requirement and develop information systems for allocation of military personnel; to plan and direct the procurement, distribution, administration and career motivation of the military personnel of Navy regular and reserve components; to exercise centralized coordination and control of professional standards criteria; to direct a program of M&P research and development to improve the performance of individuals and organizations within the Navy and Marine Corps; to direct development and implementation of service-wide programs for improved human relations, and quality of life; and to perform such other functions and tasks as may be assigned by higher authority.



CNP carries out Echelon 2 mission through BUPERS DC staff and delegates authority to DEPCHNAVPERS (DCNP) for BUPERS Millington staff. Since CNP is dual-hatted as DCNO(N1) -BUPERS DC staff are co-located with OPNAV N1 staff. DCNP is also dual-hatted as Commander Navy Personnel Command (CNPC) and as a result, BUPERS Millington staff are co-located with Navy Personnel Command employees.

Drug Free Workplace Program (DFWP)

The DFWP is a comprehensive drug testing program balanced between offering a helping hand to employees who are using drugs illegally and at the same time, making clear that illegal drug use will not be tolerated. In line with that, the Department of Navy has compelling obligation to eliminate illegal drug use by its employees due to its national defense responsibilities and the sensitive nature of its work. The performance of every civilian employee must, at all times, support this mission through a high level of productivity, reliability, and judgment.

"Safe Harbor is provided to employees who admit to having a problem and are willing to seek help to solve the problem."

Executive Order 12564 established a goal of achieving a Drug-Free Federal Workplace and made it a condition of employment for all federal employees to refrain from using illegal drugs on or off duty. Use of illegal drugs have a negative impact on employee performance and is incompatible with the mission of the Department of the Navy. Section 503 of Public Law 100-71 was enacted to establish uniformity among federal agencies, requiring reliable and accurate drug testing, permitting employees access to their personal drug testing records, ensuring confidentiality of test results, and providing centralized program oversight. The Department of the Navy developed its Drug-Free Workplace Program and became certified to begin drug testing in December 1998.

E. O. 12564 allows agencies to provide an opportunity for assistance to those employees who voluntarily seek treatment for drug use. "Safe Harbor" insulates the employee from discipline for admitted acts of using illegal drugs when the agency is unaware of such use. Under "Safe Harbor", DON will not initiate disciplinary action against an employee who meets the following three conditions:

- Voluntarily identifies him/herself as a user of illegal drugs prior to being identified through any other means;

- Obtains counseling and rehabilitation through the CEAP; and
- Thereafter, refrains from using illegal drugs

NOTE: An employee who admits to illegal drug use after being notified that he/she is scheduled for a drug test or just after a sample is collected, or who is found to use illegal drugs on the basis of other appropriate evidence, e.g., evidence obtained from a criminal conviction, is not eligible for "Safe Harbor".

The key to effectiveness of "Safe Harbor" is that an employee must be willing to admit to having a problem and be willing to seek help to solve the problem.

Help is available through Civilian Employee Assistance Program (CEAP)

Hours of Operation: 24 Hours / 7 Days a Week

Toll Free: (888) 290-4327

TDD: (800) 697-0353

Online: guidanceresources.com

PASS PROGRAM TRANSFERS IN FY14

Commander, Navy Installation Command (CNIC) will transfer responsibility of Pay/Personnel Administrative Support System (PASS) under the Bureau of Naval Personnel (BUPERS).

A memorandum of agreement signed March 15 between the Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (DCNO/MPTE) and CNIC, aligning PASS within MPTE will streamline policy, process and execution under the DCNO/MPTE. While final details of the transfer are still being determined, officials said the projected transfer completion date is no later than Oct. 1, 2013.

Once the PASS program is transferred, DCNO/MPTE BUPERS will assume responsibility for PASS operations, which includes the Navy Pay and Personnel Support Center (NPPSC), Personnel Support Detachments (PSDs) including PSD Afloat, Customer Service Desks (CSDs) and the system used to process pay and other administrative actions.

Civilian HR Service Delivery

The Department of the Navy' has approved the realignment of Human Resources Offices (HROs) under Echelon 2 commanders to provide a common delivery approach, standard processes and tools, and clear lines of accountability. Command benefits include: aligns key HR functions/decisions under Command control; integrates HR into Command management structure; provides Echelon 2 Commander more control over priorities; and facilitates implementation of command-wide initiatives.

"DON Office of Civilian Human Resources (OCHR) has notified current employees of their tentative placement in HRO organizations."

In July 2011, BUPERS established a working group to evaluate HR functions performed within BUPERS and CNIC organizations. Subject-Matter Experts (SMEs) at BUPERS Commands and CNIC's HRO worked to identify command and HRO roles. An operational audit was conducted to determine the number of Full-Time Equivalents (FTEs) associated with Command vs. HRO work and to identify those individuals who should be aligned under the HR Professional series.

The BUPERS HRO will stand-up at the Echelon 2 level and service all BUPERS organizations. The Navy plans to transition ownership of HRO functions in April 2013. BUPERS is currently developing To-Be organizational structure, position descriptions, and training plans in preparation for this transition.

Human Capital (HC) Accountability and Reporting

The Chief Human Capital Officer's (CHCO) Act of 2002 required the Office of Personnel Management (OPM) design a Human Capital (HC) management assessment system. The Human Capital Assessment and Accountability Framework (HCAAF) was designed as the system for federal agencies to plan, implement, and evaluate HC management results.

OPM HCAAF consists of five systems:

- Strategic Alignment
- Leadership and Knowledge Management
- Results-Oriented Performance Culture
- Talent Management
- Accountability

These systems have specific standards and critical success factors that serve as tools and measurements for agencies to implement and assess their HC Programs.

Statute requires agencies to maintain an accountability system for assessing and evaluating the management of HC programs (5 CFR 250.203).

The desired outcomes of HC Accountability systems ensure:

- Alignment of HC goals and programs with mission;
- HC planning is guided by data-driven, results-oriented processes;
- Managers and HR practitioners are held accountable for their HC decisions and actions;
- Effective and efficient HRM policies, programs, and practices;
- HC/HRM programs, policies, and practices adhere to merit system principles and pertinent laws and regulations;
- Periodic audits and reviews verify and validate performance and compliance;
- Implementation plans address issues or problems; and
- Appropriate changes are made to plans and activities as needed.

Activities

- Conducting Organizational Evaluations
- Conducting Enterprise-Wide Program Reviews
- Reviewing Command Accountability Metrics
- Conducting HC Surveys

Assessing

- Providing Feedback to Senior Leaders and Organizations
- Showcasing Best Practices and Initiatives
- Holding Management Accountable for Results

Reporting

- Submitting Annual Human Capital Assessment
- Identification of Goals, Strategies and Initiatives for Continuous Improvement

Total Force Human Resources Office BUPERS-05

If you have any questions about the content of this newsletter, you may contact your HR Liaison staff or BUPERS-05 at:

901-874-4959
901-874-3534

Didn't Receive The 2012 Federal Employee Viewpoint Survey?

Employees may update email addresses loaded in the DEERS system using the CAC User Maintenance Portal (UMP).

CAC UMP: <https://www.dmdc.osd.mil/appj/ump/umphome.do>

1. Select OK at the DOD Notice of Consent Banner
2. When in the site, select the tab labeled "Replace Certificate."
3. Place CAC into Smart Card reader and enter PIN when directed to do so.
4. After the PIN is entered, the UMP will read the user's CAC.
5. The next screen will bring up CAC information where the user can check email address for accuracy. If not accurate, enter the correct email address. If the email is accurate, do not change it.
6. Select "Update CAC"

DID YOU KNOW?

As of 9May12, BUPERS had the highest response rate to the 2012 Employee Viewpoint Survey (EVS) of all Navy Echelon 2 activities. Your opinion matters—please take the time to complete your survey!

DCPDS Self-Service Modules "My Biz" for Employees and "My Workplace" for Supervisors

Defense Civilian Personnel Data System (DCPDS): Self Service Human Resources modules permit employees and managers secure, real-time, on-line access to personnel information, at any time, from a CAC enabled workstation.

My Biz allows employees access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, and performance. In addition, employees may update their telephone number and email address, disability codes, Race and National Origin (Ethnicity and Race Identification), and foreign language proficiency online with My Biz.

My Workplace brings key information about personnel together in one place for supervisors. It is a self-service module that allows supervisors access to information about their employees. My Workplace is available to all civilian and military supervisors of civilian employees. Currently, My Workplace allows supervisors to view employees' personnel information, view and print employee

Emergency contact information, update work email addresses, view status of Recruit/Fill Requests for Personnel Actions (RPA) within his/her organization, view and update employees' Telework eligibility and view Suspense information on employees. Anticipated/future initiatives include the ability to view RPA checklist, input competencies, and receive electronic Official Personnel Folder (e-OPF) notifications.

BUPERS-05 is in the process of updating position hierarchy within the Defense Civilian Personnel Data System (DCPDS). During the upcoming months, Commands will be asked to validate current supervisor/employee hierarchy and update these relationships as required. These updates are essential to ensure supervisors and HR professionals have access to the functions listed above for their employees.

To access the DCPDS Portal please go to:
<https://compo.dcpds.cpms.osd.mil>